DOCUMENT RESUME

ED 369 781 SP 035 247

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TITLE	Classroom Management for Secondary Teachers. Third Edition.
REPORT NO	ISBN-0-205-15490-5
PUB DATE	94
NOTE	212p.; For related volume, see SP 035 248.
AVAILABLE FROM	Allyn & Bacon, A Division of Simon & Schuster, Inc., 160 Gould Street, Needham Heights, MA 02194.
PUB TYPE	Books (010) -- Guides - Classroom Use - Teaching Guides (For Teacher) (052)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	Beginning Teachers; Case Studies; Check Lists; *Class Organization; Classroom Communication; Classroom Design; Classroom Environment; *Classroom Techniques; Decision Making; *Discipline; *Instructional Development; Learning Activities; Secondary Education; *Secondary School Teachers; Special Needs Students; *Student Behavior
IDENTIFIERS	Beginning of School Year

ABSTRACT

This guide to classroom management, which incorporates the essential features of classroom organization, management, and discipline, provides information to help secondary school teachers establish effective classroom management systems. The text emphasizes prevention through planning and addresses decisions teachers must make in the typical classroom, e.g., arranging physical space, choosing rules and procedures, planning and conducting instruction, maintaining appropriate behavior, using good communication skills, dealing with problem behavior, and managing special groups. In addition, the volume provides checklists for organizing concepts and principles into usable, concise formats, makes use of case studies, includes activities dealing with and correcting classroom problems, and links the concepts of instructional management with behavior/classroom management. Nine chapters are organized as follows: (1) "Organizing Your Classroom and Materials"; (2) "Choosing Rules and Procedures"; (3) "Managing Student Work"; (4) "Getting Off to a Good Start"; (5) "Planning and Conducting Instruction"; (6) "Maintaining Appropriate Student Behavior"; (7) "Communication Skills for Teaching"; (8) "Managing Problem Behaviors"; and (9) "Managing Special Groups." Answer keys for chapter activities are appended. (Contains approximately 50 references.) (LL)

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